

Governor's Grants for Career & Technical Education (CTE)

Request for Information – 2013

Pre-proposal deadline: Wednesday, December 18, 2013 at 3 p.m. Central

All pre-proposals must be electronically submitted, as a single PDF document, via attachment to erin.larsen@state.sd.us.

Full proposal notification: Monday, December 30, 2013

Full proposal deadline: Postmarked on or before Thursday, January 23, 2014

Award notification: Tuesday, February 4, 2014

Scope: Approximately \$4 million will be granted to schools. Grant awards will cap at \$2 million each. Projects may begin following award notification in February 2014, should have major progress by the start of the 2014-15 school year. Final fund approvals must be made prior to June 30, 2015.

Purpose and Priorities

The Governor's Grants for Career & Technical Education (CTE) will provide funds to bolster regional implementations of rigorous, high quality CTE programs for middle and high schools. In turn, existing programs will be strengthened, new programs will be developed, stronger alignments between secondary and postsecondary programs will be created and workforce needs will be met.

High quality CTE programs give students the knowledge, skills and experiences to be well prepared for postsecondary education and the workforce. Partnerships among secondary education, postsecondary education and business & industry lay the foundation for modern CTE programs.

Proposals will be scored based on alignment with the following priorities:

1. **Regional participation:** Ensures students in multiple school districts have access to high quality, rigorous CTE programs. Demonstrates innovation in the delivery of CTE programs and describes the programs of study(ies), including courses, that will be developed or enhanced.
2. **Student participation:** Demonstrates a capacity for a large number of students or a sizable percentage of the participating districts' students to enroll in the CTE programs. Details how the grant project will empower students to achieve, learn through work-based challenges and get ahead in their education through dual or concurrent credits, AP coursework, industry certifications, etc.

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3. **South Dakota workforce:** Addresses workforce needs through programs designed to generate student interest, knowledge and skills in high-need workforce areas (either throughout the state or regionally). Justifies why CTE programs were included in the proposal in order to meet workforce needs.
4. **Local match:** Identifies funds that can be leveraged to supplement the state's contribution. Examples include funds from economic development corporations, private donations, school district funds and other grant sources. Match can come in the form of operational expenses, salaries and administrative costs.
5. **Cooperation with postsecondary education** (technical institutes or public universities): Provides support for the grant project. Innovative partnerships are encouraged. At a minimum, the partnership should provide a means by which students can receive both high school and postsecondary credit (dual or concurrent credit, AP credit). Other cooperation could include program alignments or advisory capacities.
6. **Partnership with business and industry** for in-kind equipment donations, guidance through advisory committee work, collaboration on work-based learning experiences, coaches for student organization activities or other efforts.
7. **Systems-approach** showing a strong integration of the separate elements of the proposal into a coherent, sustainable effort. Connections should be clear between technical coursework, career guidance, career exploration, postsecondary preparation, industry certifications, work-based learning and student organizations.

CTE programs created through these grant dollars will be expected to fulfill the requirements of approved CTE programs in South Dakota.

Future Fund

The Governor's Grants for Career & Technical Education (CTE) are being made available through the South Dakota Future Fund. Following the recession of the early 1980s, the Future Fund was developed by Governor Mickelson to invest in South Dakota's workforce and build its economy. The Future Fund supports the workforce development and technical assistance programs which help train employees, retrain employees during layoffs and support business recruitment, economic development initiatives, and research and entrepreneurial activities.

Eligibility

Applications may be submitted by public school districts with approved Career & Technical Education programs (or those wishing to add approved CTE programs in the 2014-15 school year). Applications must demonstrate partnerships with additional school districts, postsecondary institutions, economic development corporations or industry partners (pre-proposals can outline potential partnerships).

Use of Funds

The Governor's Grants for Career & Technical Education (CTE) are available on a one-time basis, so grant projects must be self-sustaining beyond this initial investment. These funds will support capital investments, equipment or material needs and educator training. Costs must be necessary and reasonable to complete the project; documentation must be available to support each expenditure.

Specifically, the grant funds may include (but not be limited to) the following:

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- Capital investments associated directly with the project outcomes and activities
- Equipment and materials related to the content of project activities
- Training and travel costs for personnel directly working to implement the project outcomes and activities
- Expenses associated with student assessments/industry certifications
- Expenses associated with program evaluation

Grant funds cannot be used for:

- Salaries and benefits
- Costs associated with writing the grant proposal
- Contractual obligations which begin prior to the award date or are not approved for use prior to June 30, 2015
- Purchases that become the property of any individual or organization other than the eligible recipient
- Purchases or services beyond the project outcomes or activities

Considerations

Questions to consider when vetting potential grant projects include:

- In what ways will the project add opportunity for more districts and students to access high quality CTE programs with strong programs of study?
- How will the project modernize CTE programs in a way that aligns them to applicable postsecondary education programs and assists students in mastering industry standards?
- How will the project expose students to high-need workforce areas in South Dakota?
- How will funds, resources and partnerships in the regional area be leveraged to support CTE over time?
- In what ways can students earn dual, concurrent credit, AP credit and/or industry certification through the project?
- How will all career-related efforts be pulled together in the grant project?

Maximum Grant Amount

The maximum amount, per individual award, will be \$2,000,000. Total funds available for the Governor's Grants for CTE are \$4,000,000.

Application Deadline and Award Process

Responses to the Request for Information must be electronically submitted as a single PDF document, via attachment, to erin.larsen@state.sd.us by 3:00 p.m. Central on Wednesday, December 18, 2013.

After the responses are reviewed, those districts qualifying to submit a full grant proposal will be notified by Monday, December 30, 2013.

Full grant applications must be postmarked on or before Thursday, January 23, 2014. Final award notifications will be announced by Tuesday, February 4, 2014. Significant progress is expected to be made on the grant project, with partial or

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full implementation beginning in the 2014-15 school year. All grant activities must have final approval prior to June 30, 2015.

The Governor's Grants for Career & Technical Education (CTE) will be awarded through a competitive process. All proposals will be read and judged by a review committee. The review committee will determine award winners based on the grant priorities and criteria using a scoring rubric.

Both successful and unsuccessful applicants will be notified. A summary of review comments will be provided for those schools selected to submit a full grant application. Award decisions made by the review committee are final.

Contact

Direct questions to Erin Larsen (erin.larsen@state.sd.us, 605.773.2533) or Tiffany Sanderson (tiffany.sanderson@state.sd.us, 605.773.7006).

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RFI Submissions

A single .pdf document containing all of the required RFI elements must be emailed to erin.larsen@state.sd.us by 3 p.m. Central on Wednesday, December 18, 2013.

It is understood that pre-proposal responses will have some conceptual elements which may change slightly by the time full grant proposals are submitted. The RFI submission should represent the lead school district's most current plans with potential partners.

Complete RFI responses will include the following elements:

- ☐ Project title
- ☐ Lead school district and potential partner districts, postsecondary and/or business entities
- ☐ Project duration
- ☐ Description of proposed project: Overview/rationale, Plan, Outcomes
- ☐ Budget

Details:

1. **Title page**
2. **Partners and their roles:** Include the lead school district, potential partner school districts and potential postsecondary schools and/or business and industry partners.
3. **Project duration:** Briefly identify the major milestones in the project's completion and implementation.
4. **Project description:**
 - Limit the project description to three pages
 - Include information to support the project's merit and address the grant priorities. How does the project innovatively improve the quality of and access to secondary CTE programs?
 - a. **Overview:** Provide background information and/or rationale for the project. How will the project support students from participating districts to graduate from high school, prepared for postsecondary education and the workforce?
 - b. **Proposed Plan:** List the project's goals. How will regional implementation of high quality, rigorous CTE programs address local needs? How will high-need workforce areas be supported? How will connections be made between technical coursework, career guidance, career exploration, postsecondary

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preparation, work-based learning, student organizations, industry certifications, early postsecondary credit or others? What courses will be offered to students?

- c. **Outcomes:** Indicate how student achievement will be impacted as a result of the project. What are the measurable outcomes? What benchmarks will be used to gauge impact?

5. **Budget:** Provide a one-page budget in which major funding categories are identified and explained. Local match, in-kind contributions and local Perkins grant contributions should also be noted.

Feel free to make use of the budget templates below or modify them to meet your needs.

Itemized budget:

Budget Request	Purchased Services	Capital Investments	Travel	Instructional Materials	Equipment	Total
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
Total Budgetary Needs	\$	\$	\$	\$	\$	\$

Budget summary to demonstrate grant vs. match funds:

Category	Future Funds Requested	Additional Supporting Resources		
		Local Funds	Local Perkins Allocation	Other Funds or In-Kind Contributions
Purchased Services				
Capital Investments				
Travel				
Instructional Materials				
Equipment				
Subtotal	\$	\$	\$	\$
Indirect Costs	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$